

# **CITY OF ELK GROVE**



## **Request for Proposals**

**for**

## **Invest Elk Grove Website Design, Hosting, and Maintenance Services**

**City Clerk's Office  
Office of Economic Development  
City of Elk Grove  
8401 Laguna Palms Way  
Elk Grove, CA 95758**

**Issued: December 15, 2025**

**Proposals Due by  
January 12, 2026 at 4:00 PM PST**

December 15, 2025

## **Introduction**

The City of Elk Grove's Office of Economic Development, operating under the brand name Invest Elk Grove, is accepting proposals from qualified Consultants (Consultant or Respondent) in accordance with the specifications, terms, and conditions detailed in this Request for Proposals (RFP). Prospective Respondents are advised to read this information carefully prior to submitting a Proposal.

All Proposals must be submitted to the Office of the City Clerk by 4:00 PM PST on Monday January 12, 2026. Proposals may be submitted in writing or electronically as directed below.

Questions regarding this RFP are to be directed by e-mail to Melissa Lasher, Economic Development Analyst, at [mlasher@elkgrove.gov](mailto:mlasher@elkgrove.gov). Questions shall be for clarification purposes only. The City must receive all questions no later than Monday, December 29, 2025 at 4:00 PM PST. Material changes, if any, to the scope of services or proposal procedures shall only be transmitted by written addendum and posted to the City's website. Addendums will be available via the City's website under "Notice" for the RFP announcement.

### **Written Submissions:**

If submitting in writing, one signed original shall be submitted to the Office of the City Clerk by 4:00 PM PST on Monday January 12, 2026. A copy of the proposal shall also be provided on a flash drive. The proposal and flash drive shall be submitted in a sealed envelope clearly marked "Invest Elk Grove Website Design, Hosting, and Maintenance Services" and addressed to:

**OFFICE OF THE CITY CLERK  
CITY OF ELK GROVE  
8401 Laguna Palms Way  
Elk Grove, CA 95758**

### **Electronic Submission:**

If submitting electronically, proposals shall be submitted in .pdf form and emailed to the Office of the City Clerk at [cityclerk@elkgrove.gov](mailto:cityclerk@elkgrove.gov), with a copy to City of Elk Grove Economic Development at [econdev@elkgrove.gov](mailto:econdev@elkgrove.gov) prior to the deadline stated above. Large files may be sent using a cloud-based system such as Dropbox. Consultants shall be responsible for ensuring that proposals submitted electronically are received by the City Clerk prior to the deadline.

Proposals that are not received prior to the deadline shall not be considered by the City, even if the late submission is due to a technical or other error, including, without limitation, the City's inability to open or access the electronic file. If the proposing Consultant does not receive a confirmation from the City Clerk that the proposal has been received, Consultant should assume the transmission failed and either resubmit or arrange for another method of delivery.

Whether submitting in writing or electronically, Consultants are encouraged to contact the Office of the City Clerk to confirm receipt of their proposal prior to the deadline. Proposals shall not be accepted by fax.

### **Late Proposals:**

Proposals arriving after the specified date and time shall not be considered, nor shall late proposals be opened. The respondent assumes responsibility for timely submission of its proposal. Proposals will be deemed received on the date and at the time a physical copy is stamped received by the City or the date and time the e-mail is received by the City as evidenced by the digital time stamp in the e-mail.

### **Withdrawal or Modifications of Proposals:**

Any proposal may be withdrawn or modified by a written request signed by the Respondent and received by the City prior to the final time and date for the receipt of proposals. Once the deadline is past, Respondents are obligated to fulfill the terms of their proposal.

### **Proposal Acceptance and Rejection:**

The City reserves the right to accept any proposal, to reject any and all proposals, call for new proposals, or dispense with the proposal process in accordance with the Elk Grove Municipal Code.

**Proposal Evaluation and Award:**

Evaluation shall be made based on the criteria noted in Attachment B: Evaluation and Selection Criteria. A contract may be awarded to the responsible Consultant who best meets the City's needs by demonstrating the competence and professional qualifications necessary for the satisfactory performance of the required services, and shall not necessarily be based on the lowest priced proposal, except as otherwise provided by law, taking into consideration adherence to the included specifications. A contract may be awarded to another responsible Consultant if the successful Consultant refuses or fails to execute the contract. All Consultants that were not selected by the City shall be notified in writing via e-mail. Nothing herein shall obligate the City to award a contract to any responding Consultant. Any contract awarded will be non-exclusive, and the City reserves the right to seek services from other sources, in the City's sole discretion.

**Register with the California Secretary of State:**

Unless Consultant is a sole proprietorship, Consultant must be registered and in good standing with the California Secretary of State within 14 days following notification of the City's intent to award a contract to Consultant and prior to execution of the contract. Failure to timely register with the Secretary of State may result in the City awarding the contract to another Consultant. Additional information regarding the registration process may be found on the Secretary of State's website at: <https://bizfileonline.sos.ca.gov/>.

**Disclosure of Submitted Materials:**

After selection and execution of the contract(s), (or prior thereto if required by law) all information and materials provided in each submittal received is subject to disclosure through a public records request pursuant to the California Public Records Act, or otherwise as may be required by law. The City, in its sole discretion, may release any submitted materials, regardless of whether such materials are marked by Respondents as confidential or otherwise as protected.

**Waiver of Irregularities:**

The City retains the right, in its sole discretion, to waive any irregularities in proposals that do not comply with the requirements of this RFP, and to award a contract to a Consultant submitting any such non-compliant proposal, all in the City's sole discretion.

**Security Access Policy:**

The work to be completed under this RFP may require access to City facilities and therefore is subject to the City's Security Access Policy, which is attached to the City's standard contract (see Exhibit F to Attachment D. The selected Consultant, including its employees, subcontractors, agents and anyone working on their behalf that will access City facilities, shall submit to a background check which shall include Live Scan electronic fingerprinting. This background check, if required, must be completed before the Consultant will receive a Notice to Proceed. The Elk Grove Police Department shall review the background check and may deny access to any individual in its discretion as it deems necessary for the security of City facilities and personnel. A contract shall not be awarded to any Consultant that is unable to complete the Scope of Work as a result of denied access under the City's Security Access Policy.

**Validity of Pricing:**

Consultants are required to provide a fee structure including the hourly rate of the principals to be assigned to the matter, and proposed cost (line item descriptions and pricing), and expense reimbursements levels, and total costs. No cost increases shall be passed onto the City after the proposal has been submitted. No attempt shall be made to tie any item or items contained in this RFP with any other business with the City; each proposal must stand on its own.

**No Guarantee of Usage:**

Any quantities listed in this RFP are estimated or projected and are provided for tabulation and information purposes only. No guarantee of quantities is given or implied by the City. Consultant must furnish the City's needs as they arise.

**Demonstrations:**

When required, the City may request full demonstrations prior to award. When such demonstrations are requested, the Consultant shall respond promptly and arrange a demonstration at a convenient location. Failure to provide a demonstration as specified by the City may result in rejection of the proposal.

**Use of Other Governmental Contracts:**

The City reserves the right to reject any part or all parts of a proposal received and utilize other available governmental contracts.

**Qualification/Inspection:**

Proposals will only be considered from Consultants normally engaged in providing the types of services specified herein. By responding to this RFP, the Consultant consents to the City's right to inspect the Consultant's facilities, personnel, and organization at any time, or to take any other action necessary to determine Consultant's ability to perform. The City reserves the right to reject proposals where evidence or evaluation is determined to indicate inability to perform. The City reserves the right to interview any or all responding Consultants and/or to award a contract without conducting interviews.

**Other Governmental Entities:**

If the Consultant is awarded a contract as a result of this RFP, the Consultant shall, if the Consultant has sufficient capacity, provide to other governmental agencies, so requesting, the services awarded in accordance with the terms and conditions of the RFP.

**Federal Requirements:**

Should any portion of these services require the use of Federal funds, all Federal requirements shall apply and all Consultants must consent to each certification and assurance, which will be incorporated into the contract.

**Piggybacking:**

"Piggybacking" is a form of intergovernmental cooperative purchasing in which an entity will be extended the same pricing and terms of a contract entered into by another entity.

Bidders are requested to indicate on the Bid if they will extend the pricing, terms, and conditions of an awarded contract, based on this bid, to other government agencies. If the successful Consultant agrees to this provision, participating agencies may enter into a contract with the successful Consultant for the purchase of the services and commodities described herein based on the terms, conditions, prices, and percentages offered by the successful Consultant to the City. Minor changes in terms and conditions may be negotiated by participating agencies during the term and following the award of the contract. Any such contract shall be entirely independent and separate from the City and City shall have no obligation relating to any third-party contract.

**Payment Terms:**

Payment shall be made as set forth in the contract attached hereto as Attachment C. In submitting a proposal under this RFP, the Consultant should consider all discounts, both trade and time, allowed in accordance with the payment terms.

**Performance:**

It is the intention of the City to acquire services as specified herein from a Consultant that will give prompt and convenient service.

**Term of Contract:**

The term of the contract will be for a specific period of time, commencing upon execution. The City anticipates the contract to be for a term of one year. The actual term will be specified in the contract. The City reserves the right to set the term for a period deemed to be in the best interest of the City, and terminate the contract at any time for convenience as set forth in the contract.

**Amendments:**

If, in the course of the performance of the contract, Consultant or the City proposes changes to the services provided, and consultation with the other party indicates that a change in the terms and conditions of the contract is warranted, Consultant or the City may request a change in the contract. The parties to the contract will meet to discuss and negotiate the required documents. Upon completion of those negotiations, the negotiated documents will be submitted to the City for approval. Upon approval by the City, an amendment to the contract will be approved by all parties for the change to be implemented. An amendment shall not render ineffective or invalidate any unaffected portions of the contract. Nothing in this section obligates the City to agree to any change order or other amendment, and the City may withhold such agreement in its sole discretion.

**Service and support:**

Consultants shall explain how all on-going service and support shall be handled by the Consultant and the City of Elk Grove.

**Records:**

The Consultant shall maintain complete and accurate records with respect to labor costs, material expenses, and other such information required by City that relates to the performance of services under the contract. The Consultant shall maintain adequate records of services provided in sufficient detail to permit an evaluation of the services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible and in a form acceptable to the City, which the City may specify and change from time to time. The Consultant shall provide free access to the representatives of City or its designees, at reasonable times, to such books and records, shall give City the right to examine and audit said books and records, shall permit City to make transcripts therefrom as necessary, and shall allow inspection of all work, data, documents, proceedings, and activities related to the contract. Such records, together with supporting documents, shall be maintained for City's inspection for a period of at least three (3) years after receipt of final payment.

**Proposal Guidelines:**

The following guidelines are provided for standardizing the preparation and submission of proposals. The intent is to assist Respondents in the preparation of their submissions and to assist the City by simplifying the review process providing standards for comparison of submissions.

Statements submitted in response to this RFP shall include a complete response to the requirements in this section in the order presented. Statements should be a straightforward delineation of the Respondent's capability to satisfy the intent and requirements of this RFP and should not contain redundancies and conflicting statements.

If submitting in writing, one signed original shall be submitted to the Office of the City Clerk by 4:00 PM PST on Monday January 12, 2026, 2025, double sided on 8-1/2" x 11" paper, pages numbered, with easy-to-read font size and style. The proposal shall also be provided on a flash drive containing a copy of the proposal in .pdf format. The written copy and flash drive shall be submitted in a sealed envelope clearly marked "Invest Elk Grove Website Design, Hosting, and Maintenance Services" and addressed to:

**OFFICE OF THE CITY CLERK  
CITY OF ELK GROVE  
8401 Laguna Palms Way  
Elk Grove, CA 95758**

If submitting electronically, proposals shall be submitted in .pdf format and emailed to the Office of the City Clerk at [cityclerk@elkgrove.gov](mailto:cityclerk@elkgrove.gov), with a copy to Melissa Lasher at [mlasher@elkgrove.gov](mailto:mlasher@elkgrove.gov) prior to the deadline stated above. Proposals should be formatted on 8-1/2" x 11" sized paper, pages numbered, with easy-to-read font size and style. Large files may be sent using a cloud-based system such as Dropbox. The subject line of the e-mail shall be "Invest Elk Grove Website Design, Hosting, and Maintenance Services."

Proposals (whether written or electronic) shall contain the following information in the order listed:

1. Introductory letter

The introductory letter should be addressed to:

OFFICE OF ECONOMIC DEVELOPMENT  
CITY OF ELK GROVE  
Melissa Lasher  
Economic Development Analyst  
[mlasher@elkgrove.gov](mailto:mlasher@elkgrove.gov)

The letter shall include the Consultant's name submitting the proposal, their mailing address, telephone number, and contact name. The letter shall address the Consultant's understanding of the project based on this RFP and any other information the Consultant has gathered. Include a statement discussing the Consultant's interest and qualifications for this type of work. A principal of the firm authorized to legally bind the firm shall sign the letter.

2. Qualifications and Experience

Describe the Consultant's capability for undertaking and performing the work, including any professional licenses and certificates held by the Consultant. List types and locations of similar work performed by the Consultant in the last five (5) years that best characterizes the quality of Consultant's work and past

performance. Include names and current phone numbers and e-mail addresses for references on work quality and performance. References may be contacted as part of the selection Process.

3. Work Plan

The work plan must state the Consultant's ability and plan to meet each specification as described in this RFP. The plan should be simple, easy to read and follow, and address and satisfy the objectives and specifications as listed in the Scope of Work in this RFP (see Attachment A).

4. Conflict of Interest Statement

Provide a statement of any activities or relationships of the Consultant that might create a conflict of interest for the Consultant or the City, and, if such activities or relationships exist, a description of the facts, legal implications, and possible effects sufficient to permit the City to appreciate the significance of the conflict and to grant any conflict waiver, if appropriate and necessary.

5. Supportive Information/References

This section may include graphs, charts, photos, resumes, references, and any other relevant information in support of the Consultant's qualifications.

6. Fee

This section should include the cost for requested services outlined in the Scope of Work. Consultants shall clearly describe and outline fees for the services to be provided for each task of the project. Fees should be linked to the tasks of the work plan as provided in Section 3, Work Plan. Upon completion of each task, the Consultant will notify the City and request payment for the products and services by submitting an invoice and a brief description of work performed during the billing period. Upon receipt of the invoice, the City will review in a timely manner the products and services noted, verify completion, and authorize payment. No cost increases shall be passed onto the City after the proposal has been submitted. No attempt shall be made to tie any item or items contained in this RFP with any other business with the City.

7. Secretary of State

Consultant shall provide a statement acknowledging their understanding of needing to be registered with the California Secretary of State as noted in the RFP language above.

8. Professional Services Contract:

Attached to the RFP (Attachment D) is a copy of the City's standard Professional Services Contract (Contract). The City's standard Contract may be modified, in the City's sole discretion, to address the specific provisions of this RFP and Consultants should note that any specifications or other requirements specific to this RFP shall be included in the Contract and Contract's exhibits following an award of the Contract. Please review the Contract carefully and note in your proposal any exceptions or alterations to the Contract. Alterations or changes to the Contract that are not in the Consultant's response shall not be allowed after the selection of the Consultant. This includes alterations, exceptions, or changes to the insurance and indemnity provisions. By requiring these requests up front, the City can compare all Respondents on an equal basis. However, the City reserves the right, in its sole discretion, to accept or reject any and all proposed changes to the City's standard Contract. For reference, the insurance amounts can be found in the attached Contract.

**Proposal Timeline:**

Request for Proposal Issued	December 15, 2025
Proposal Conference	None
Questions Due	December 29, 2025
Proposals Due	January 12, 2026
Notification of Contingent Selection*	January 19, 2026

\*Final selection is contingent upon City Manager and/or City Council (if required) approval of a contract between the City and the selected Respondent.

Contract Finalization Phase	January 19, 2026 to February 2, 2026
City Council Contract Consideration	February 11, 2026
Notice to Proceed	February 16, 2026

## ATTACHMENT A TO RFP

### SCOPE OF WORK

#### **Consultant Services for the Invest Elk Grove Website Design, Hosting, and Maintenance Services**

**Project Title:**

Invest Elk Grove Website Design, Hosting, and Maintenance Services

**Project Purpose:**

To design, test, launch, maintain, host, and update, a first-class, compelling, economic development website under the Invest Elk Grove brand that positions the City of Elk Grove as a premier destination for business success for established, launching, scaling, and relocating business, large or small, national or local.

**Consultant Services:**

Under the City's direction, Consultant will undertake all activities necessary to design, test, launch, maintain, host, and update the website. Consultant will lead an iterative design process with City staff culminating in a test version of the website. Upon City approval, Consultant will publicly launch the website after which Consultant maintain and host the website and undertake periodic content updates at the direction of City staff.

Consultant shall ensure the project consists of the following key attributes, activities and services:

- Compelling modern design with rich content.
- Responsive design that is easily expanded, contracted, and modified.
- Clean and modern user interface with rich content.
- Compatibility with the City of Elk Grove and Invest Elk Grove brand guidelines and website.
- Full desktop and mobile functionality with social media integration.
- Forms that send confirmation emails.
- Third party software integration capable.
- SEO optimized.
- Lead generation optimized.
- Google analytics capable with regular performance reporting.
- Lead generation reporting.
- Content management system that lets staff easily update content, with vendor support also available for content edits, and that is kept current with security and technology updates.
- Periodic content updating and refresh.
- Initial and ongoing training and support.
- Website copywriting.
- ADA Compliance at the local, state, and federal levels.
- Integrated, hosting, maintenance, customer service, and technical support with some pacific time zone compatibility with 48-hour or less response time.
- Hosting environment must be located in the United States and comply with FedRAMP security requirements.
- Integrated CRM.
- Website security follows industry best practices, including HTTPS with a valid TLS certificate and up-to-date technologies.

The City will be responsible for domain registration and maintenance and associated fees.

All website content and copy will become the property of the City and the City will retain ownership should the City terminate its contract with the selected Consultant.

## Attachment B TO RFP

### Evaluation Criteria and Selection Process

#### EVALUATION CRITERIA

The following represent the principal evaluation criteria which will be considered during the evaluation process:

1. Firm's Relevant Qualifications, Experience, and References (20 points): Demonstrates a strong background in the services requested with proven success completing similar projects supported by a track record of completed projects of comparable nature and size. Includes highly qualified and experienced personnel.
2. Approach to Website Design and Development (20 points): Provides a clear, innovative, and user-centered design approach that reflects industry best practices. Demonstrates ability to create a compelling, modern, content rich website aligned with the Invest Elk Grove brand, designed to attract businesses, developers, and site selectors, while providing resources for current and future businesses.
3. Content Strategy (20 points): Demonstrates a thoughtful and actionable plan to develop copywriting, content, and a business resource portal that resonates with target audiences. Reflects a strong understanding of economic development communication and the role of digital tools in supporting investment attraction, business support, and community growth.
4. Work Plan (15 points): Demonstrates a clear actionable work plan, with a focus on implementable strategies, logical timelines, and deliverables to ensure the timely design, testing, launch, maintenance, hosting, and updating of the website.
5. Understanding of Elk Grove's Needs (10 points): Demonstrates familiarity with Elk Grove's economic development priorities, context, and target audiences. Tailors the proposal to align with the City's goals of attracting developers and businesses, while supporting local businesses
6. Innovation and Creativity (10 points): Demonstrates creative, forward-looking thinking, with the ability to integrate new technologies, microsites, interactive features, and innovative approaches to lead generation and user engagement.
7. Cost Proposal and Value (5 points): Provides transparent, well-justified, and competitive rates and fees, with adequate supporting data and a clear basis for quoted figures, demonstrating strong value.
8. NOT REQUIRED- Elk Grove Business (bonus 5 points): Business has an Elk Grove address.
9. The City may utilize additional or different evaluation criteria than that stated herein.

#### SELECTION PROCESS

Staff will evaluate the merits of the proposals received in accordance with the evaluation factors stated in this RFP and formulate a decision. For each evaluation criteria, proposals will be evaluated on their relative strengths, deficiencies, and weaknesses.

**ATTACHMENT C to RFP**  
**Payment Terms**

Please provide a proposed fee schedule, itemized by each area of the Scope of Work, namely:

- Design
- Testing
- Launch
- Maintenance
- Hosting
- Periodic Updates

Include any additional recommended activities and costs for the City's consideration. Compensation will be made on a flat-rate basis upon completion of each section within 30 days of receipt and approval of invoice.

At the City's request, Consultant will provide additional website services beyond the Scope of Work, such as microsite design and hosting. In such cases, the City will pay Consultant on an hourly time and materials basis at the completion of assignments.

**ATTACHMENT D to RFP**  
**Form of Professional Services Contract**

**CITY OF ELK GROVE**

**CONSULTANT CONTRACT WITH \_\_\_\_\_**

**Invest Elk Grove Website**

**CONTRACT FOR SERVICES**

THIS CONTRACT is made on \_\_\_\_\_, 2026, by and between City of Elk Grove, a municipal corporation (the "City") and \_\_\_\_\_ a California corporation (the "Consultant"), collectively referred to as the "Parties."

WITNESSETH

WHEREAS, Consultant has presented a proposal to provide services, which services are identified in the Scope of Work attached hereto and incorporated herein by this reference as **Exhibit A**, and by reason of its qualifications, experience, and facilities, is duly authorized to perform the type of services contemplated herein; and,

WHEREAS, City desires to hire Consultant to perform the Scope of Work pursuant to the terms and conditions set forth herein;

NOW, THEREFORE, in consideration of the mutual promises set forth herein, City and Consultant agree to as follows:

**1. SCOPE OF SERVICES**

A. Consultant shall do all work, attend all meetings, produce all reports and carry out all activities necessary to complete the services described in the Scope of Work. This Contract and its exhibits shall be known as the "Contract Documents." Terms set forth in any exhibits shall be deemed to be incorporated in all Contract Documents as if set forth in full therein. In the event of conflict between terms contained in these Contract Documents, the more specific term shall control.

B. Consultant agrees it has satisfied itself by its own investigation and research regarding the conditions affecting the work to be done and labor and materials needed, and that its decision to execute this Contract is based on such independent investigation and research.

**2. TERM OF CONTRACT**

This Contract shall be effective as of the date executed by the Parties and approved as to form by the City Attorney and shall terminate at \_\_\_\_\_ unless earlier terminated pursuant to Section 11 of this Contract. Notwithstanding any other provision of this Contract, the City Manager shall be authorized to extend the termination date of this Contract (including, as necessary, modification of the Scope of Work and/or Schedule of Performance as to time of performance) by a writing signed by the City Manager and the Consultant prior to the initial termination or any extended termination date.

**3. SCHEDULE FOR PERFORMANCE**

City and Consultant agree that time is of the essence and Consultant agrees that services shall be undertaken and completed in accordance with the schedule of performance (the "Schedule of Performance"), attached hereto and incorporated herein by reference as **Exhibit B**. Deviations

from the time schedule stated in the Schedule of Performance may be made with the written approval of City Manager, or his/her authorized representative. Consultant's failure to complete work in accordance with the Schedule of Performance may result in delayed compensation as described in Section 4.

**4. COMPENSATION**

A. Consultant shall be paid as set forth in **Exhibit C**, "Compensation and Method of Payment," attached hereto and incorporated herein by reference, for the actual fees, costs and expenses for the time and materials required and expended, and approved by City, but in no event shall total compensation under this Contract exceed \_\_\_\_\_ (\$ \_\_\_\_\_) without City's prior written approval. Said amount shall be paid upon submittal of an invoice showing completion of the tasks, including the services rendered, the costs incurred for materials, the person(s) rendering performed services, the amount of time spent by such person(s), and the applicable hourly rate.

B. If Consultant's performance is not in conformity with the Scope of Work or Schedule of Performance, payments may be delayed or denied, unless otherwise agreed to by City in writing.

C. If the work is halted at the request of City, compensation shall be based upon the proportion that the work performed bears to the total work required by this Contract, subject to Section

**5. NOTICES**

A. Consultant shall transmit invoices and any notices to City's Office of Economic Development, with copy (excepting invoices) to:

City of Elk Grove  
Attn: Finance Department  
8401 Laguna Palms Way  
Elk Grove, California 95758

City of Elk Grove  
Attn: City Attorney's Office  
8401 Laguna Palms Way  
Elk Grove, California 95758

B. City shall transmit payments on invoiced amounts, and any notices required by this Contract to Consultant as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. PROFESSIONAL SERVICES**

Consultant agrees that services shall be performed and completed in the manner and according to the professional standards observed by a competent practitioner of the profession in which Consultant and its subcontractors or agents are engaged. Consultant shall not, either during or after the term of this Contract, make public any reports or articles, or disclose to any third party any information, confidential or otherwise, relative to the work of City or the operations or procedures of City without the prior written consent of City.

Consultant further agrees that it shall not, during the term of this Contract, take any action that would affect its impartiality or professionalism due to City whether perceived or actual.

## **7. INDEPENDENT CONTRACTOR**

A. It is understood and agreed that Consultant (including Consultant's employees) is an independent contractor, and that no relationship of employer-employee exists between the Parties hereto.

B. Consultant's assigned personnel shall not be entitled to any benefits payable to employees of City.

C. City is not required to make any deductions or withholdings from the compensation payable to Consultant under the provisions of the Contract and is not required to issue W-2 Forms for income and employment tax purposes for any of Consultant's assigned personnel.

D. Consultant, in the performance of its obligation hereunder, is only subject to the control or direction of City as to the designation of tasks to be performed and the results to be accomplished.

E. Any third-party person(s) employed by Consultant shall be entirely and exclusively under the direction, supervision, and control of Consultant.

F. Consultant hereby indemnifies and holds City harmless from any and all claims that may be made against City based upon any contention by any third party that an employer-employee relationship exists by reason of this Contract.

## **8. AUTHORITY OF CONSULTANT**

Consultant shall possess no authority with respect to any City decision and no right to act on behalf of City in any capacity whatsoever as agent, or to bind City to any obligations whatsoever.

## **9. CONFLICT OF INTEREST**

Consultant certifies that it has disclosed to City any actual, apparent, or potential conflicts of interest that may exist relative to the services to be provided pursuant to this Contract. Consultant agrees to advise City of any actual, apparent or potential conflicts of interest that may develop subsequent to the date of execution of this Contract. Consultant further agrees to complete any statements of economic interest if required by either City ordinance or State law.

## **10. AMENDMENTS, CHANGES OR MODIFICATIONS**

Amendments, changes or modifications in the terms of this Contract may be made at any time by mutual written agreement between the Parties hereto and shall be signed by the persons authorized to bind the Parties.

## **11. TERMINATION**

A. This Contract may be terminated by City, provided that City gives not less than thirty (30) calendar days' written notice (delivered by certified mail, return receipt requested) of intent to terminate. This Contract may be terminated by Consultant, provided that Consultant give not less than thirty (30) calendar days' written notice (delivered by certified mail, return receipt requested) of intent to terminate. Upon termination by either party, City shall be entitled to all work, including

but not limited to, reports, investigations, appraisals, inventories, studies, analyses, drawings and data estimates performed to that date, whether completed or not, and in accordance with Section 15, Property of City.

B. City may temporarily suspend this Contract, at no additional cost to City, provided that Consultant is given written notice (delivered by certified mail, return receipt requested) of temporary suspension. If City gives such notice of temporary suspension, Consultant shall immediately suspend its activities under this Contract. A temporary suspension may be issued concurrent with the notice of termination provided for in subsection A of this section.

C. Notwithstanding any provisions of this Contract, Consultant shall not be relieved of liability to City for damages sustained by City by virtue of any breach of this Contract by Consultant, and City may withhold any payments due to Consultant until such time as the exact amount of damages, if any, due City from Consultant is determined.

D. In the event of termination, Consultant shall be compensated as provided for in this Contract, except as provided in Section 11C. Upon termination, City shall be entitled to all work, including but not limited to, reports, investigations, appraisals, inventories, studies, analyses, drawings and data estimates performed to that date, whether completed or not, and in accordance with Section 15, Property of City.

## **12. FUNDING**

Consultant agrees and understands that renewal of this Contract in subsequent years is contingent upon action by City Council consistent with the appropriations limits of Article XIII B of the California Constitution and that the City Council may determine not to fund this Contract in subsequent years.

## **13. NOTICE TO PROCEED**

Prior to commencing work under this Contract, Consultant shall receive a written "Notice to Proceed" from City. A Notice to Proceed shall not be issued until all necessary bonds and insurances have been received. City shall not be obligated to pay Consultant for any services prior to issuance of the Notice to Proceed.

## **14. EXTENSIONS OF TIME**

Consultant may, for good cause, request extensions of time to perform the services required hereunder. Such extensions must be authorized in advance by City, in writing, and at City's sole discretion. Such extensions, if authorized, shall be incorporated in written amendments to this Contract or the attached Scope of Work in the manner provided in Section 10.

## **15. PROPERTY OF CITY**

A. It is mutually agreed that all materials prepared by Consultant under this Contract shall become the property of City, and Consultant shall have no property right therein whatsoever. Immediately upon termination, City shall be entitled to, and Consultant shall deliver to City, reports, investigations, appraisals, inventories, studies, analyses, drawings and data estimates performed to that date, whether completed or not, and other such materials as may have been prepared or accumulated to date by Consultant in performing this Contract which is not Consultant's privileged information, as defined by law, or Consultant's personnel information, along with all other property belonging exclusively to City which is in Consultant's possession. Publication of the information

derived from work performed or data obtained in connection with services rendered under this Contract must be approved in writing by City.

B. Additionally, it is agreed that the Parties intend this to be a Contract for services and each considers the products and results of the services to be rendered by Consultant hereunder to be work made for hire. Consultant acknowledges and agrees that the work (and all rights therein, including, without limitation, copyright) belongs to and shall be the sole and exclusive property of City without restriction or limitation upon its use or dissemination by City.

C. Nothing herein shall constitute or be construed to be any representation by Consultant that the work product is suitable in any way for any other project except the one detailed in this Contract. Any reuse by City for another project or project location shall be at City's sole risk.

## **16. COMPLIANCE WITH LAW**

Consultant shall comply with all applicable laws, ordinances, and codes of federal, State and local governments, and shall commit no trespass on any public or private property in performing any of the work authorized by this Contract.

## **17. REPRESENTATIONS**

A. Consultant agrees and represents that it is qualified to properly provide the services set forth herein, in a manner which is consistent with the generally accepted standards of Consultant's profession.

B. Consultant agrees and represents that the work performed under this Contract shall be in accordance with applicable federal, State and local law.

C. Consultant shall designate a project manager who at all times shall represent Consultant before City on all matters relating to this Contract. The project manager shall continue in such capacity unless and until he or she is removed at the request of City, is no longer employed by Consultant, or is replaced with the written approval of City, which approval shall not be unreasonably withheld.

D. Consultant shall provide corrective services without charge to City for services which fail to meet the above professional and legal standards, and which are reported to Consultant in writing within sixty (60) calendar days of discovery. Should Consultant fail or refuse to perform promptly its obligations, City may render or undertake performance thereof and Consultant shall be liable for any expenses thereby incurred.

## **18. APPROVAL OF STAFF MEMBERS**

Consultant shall make every reasonable effort to maintain the stability and continuity of Consultant's staff assigned to perform the services required under this Contract. Consultant shall notify City of any changes in Consultant's staff to be assigned to perform the services required under this Contract and shall obtain the approval of the City Manager of a list of all proposed staff members who are to be assigned to perform services under this Contract prior to any such performance.

## **19. ASSIGNMENT AND SUBCONTRACTING**

A. Except as expressly authorized herein, Consultant's obligations under this Contract are not assignable or transferable, and Consultant shall not subcontract any work, without the prior written

approval of City. However, claims for money due or which become due to Consultant from City under this Contract may be assigned to a financial institution or to a trustee in bankruptcy, without such approval. Notice of any assignment or transfer whether voluntary or involuntary shall be furnished promptly to City.

B. Consultant shall be as fully responsible to City for the negligent acts and omissions of its contractors and subcontractors, and of persons either directly or indirectly employed by them, in the same manner as persons directly employed by Consultant.

## **20. MATERIALS CONFIDENTIAL**

All of the materials prepared or assembled by Consultant pursuant to performance of this Contract are confidential and Consultant agrees that they shall not be made available to any individual or organization without the prior written approval of City or except by court order. If Consultant or any of its officers, employees, or subcontractors does voluntarily provide information in violation of this Contract, City has the right to reimbursement and indemnity from Consultant for any damages caused by Consultant releasing the information, including, but not limited to, City's attorney's fees and disbursements, including without limitation experts' fees and disbursements.

## **21. LIABILITY OF CONSULTANT—NEGLIGENCE**

Consultant shall be responsible for performing the work under this Contract in a manner which is consistent with the generally-accepted standards of Consultant's profession and shall be liable for its own negligence and the negligent acts of its employees, agents, contractors and subcontractors. City shall have no right of control over the manner in which the work is to be done but only as to its outcome and shall not be charged with the responsibility of preventing risk to Consultant or its employees, agents, contractors or subcontractors.

## **22. INDEMNITY AND LITIGATION COSTS**

To the fullest extent permitted by law, Consultant shall indemnify, protect, defend, and hold harmless City, its officers, officials, agents, employees and volunteers from and against any and all claims, damages, demands, liability, costs, losses and expenses, including without limitation, court costs and reasonable attorneys' and expert witness fees, arising out of any failure to comply with applicable law, any injury to or death of any person(s), damage to property, loss of use of property, economic loss or otherwise arising out of the performance of the work described herein, to the extent caused by a negligent act or negligent failure to act, errors, omissions, recklessness or willful misconduct incident to the performance of this Contract on the part of Consultant, except such loss or damage which was caused by the sole negligence, or willful misconduct of City, as determined by a Court of competent jurisdiction. Unless and until such judicial determination is made, or as otherwise agreed by the parties, Contractor shall remain obligated to defend, indemnify, and hold harmless City, its officers, officials, employees, volunteers, and agents pursuant to this Contract. The provisions of this section shall survive termination or suspension of this Contract.

In any contract that Consultant enters into with any subcontractor in any capacity related to any and all duties under this Contract, there must be an indemnification provision identical to the one provided in this Section applicable to the subcontractor requiring the subcontractor to assume the defense, indemnify and save harmless City to the same extent as Consultant. Consultant's failure to include such an indemnification provision in any contract with a subcontractor shall constitute a material breach of this Contract. In the event Consultant fails to obtain such indemnity obligations from others as required herein, Consultant agrees to be fully responsible and indemnify, and save harmless City as prescribed under this Section.

**23. EVIDENCE OF INSURANCE COVERAGE**

Prior to commencement of any work under this Contract, Consultant shall provide and maintain in effect during the term of this Contract evidence of insurance coverage as set forth in **Exhibit D**, attached hereto and incorporated herein by reference. These insurance requirements are summarized as follows:

TYPE	SINGLE LIMIT / OCCURRENCE	AGGREGATE	ENDORSEMENTS***
Work Comp Employer’s Liability	Statutory \$1,000,000 each		
Professional Liability/Errors and Omissions	\$1,000,000	\$1,000,000	Requirement extends one year past contract expiration

**\*\*\*Must be actual endorsements. Typed statements on Certificates of Liability are unacceptable.**

**This is a summary only. Please refer to the insurance section and/or exhibit of this contract for specific requirements.**

Furthermore, Consultant shall certify its compliance with Labor Code Section 3700 in the form attached hereto and incorporated by reference, as **Exhibit E**.

**24. EVIDENCE OF INSURANCE COMPLIANCE**

Consultant or its insurance broker shall deliver the required proof of insurance compliance, consisting of Insurance Services Office (ISO) endorsement forms or their equivalent and the ACORD form 25-S certificate of insurance (or its equivalent), evidencing all required coverage to City. City may designate an insurance certificate processor (“Processor”) to accept and process Consultant’s proof of insurance. Consultant shall deliver copies of the actual insurance policies, renewals, or replacements directly to City or Processor upon their request.

**25. Security Access Policy.**

Consultant, its employers, agents, and anyone working on their behalf, shall at all times strictly comply with City’s Security Access Policy, a copy of which is attached hereto and incorporated herein by reference as **Exhibit F**. Consultant’s failure to comply with this Security Access Policy shall constitute a material breach of this Contract.

**26. EMPLOYMENT PRACTICES**

Consultant, by execution of this Contract, certifies that it does not discriminate against any person upon the basis of race, color, creed, national origin, age, sex, disability or marital status in its employment practices.

**27. UNAUTHORIZED ALIENS**

Consultant hereby promises and agrees to comply with all of the provisions of the federal immigration and nationality act (8 U.S.C.A. § 1101 et seq.), as amended; and in connection therewith, shall not employ unauthorized aliens as defined therein. Should Consultant so employ such unauthorized aliens for the performance of work and/or services covered by this Contract, and should the federal government impose sanctions against City for such use of unauthorized aliens, Consultant hereby agrees to, and shall, reimburse City for the cost of all such sanctions imposed, together with any and all costs, including attorneys’ fees, incurred by City in connection therewith.

## 28. LICENSES, PERMITS, AND OTHER APPROVALS

Consultant represents and warrants to City that it has all licenses, permits, qualifications and approvals of whatsoever nature legally required for Consultant to practice its profession and perform the work described herein. Consultant represents and warrants to City that Consultant shall, at its sole cost and expense, obtain and/or keep in effect at all times during the term of this Contract any licenses, permits, and approvals which are legally required for Consultant to practice its profession at the time the services are performed.

## 29. RECORDS AND INSPECTION

Consultant shall maintain records, books, documents and other evidence directly pertinent to the performance of work under this Contract in accordance with generally accepted accounting principles and practices. City shall have the right to access and examine such records, without charge, during normal business hours. City shall further have the right to audit such records, to make transcripts therefrom and to inspect all program data, documents, proceedings, and activities.

## 30. MISCELLANEOUS PROVISIONS

A. Attorneys' Fees: In the event an action or proceeding is instituted by either party for the breach or enforcement of any provision of this Contract, the prevailing party shall be entitled to reasonable attorneys' fees and all litigation expenses, including, but not limited to expert's fees and disbursements.

B. Venue: This Contract shall be deemed to be made in, and the rights and liabilities of the Parties, and the interpretation and construction of the Contract governed by and construed in accordance with the laws of the State of California. Any legal action arising out of this Contract shall be filed in and adjudicated by a court of competent jurisdiction in the County of Sacramento, State of California.

C. Enforceability: If any term or provision of this Contract is found to be void, voidable, invalid or unenforceable by a court of competent jurisdiction under the laws of the State of California, any and all of the remaining terms and provisions of this Contract shall remain binding.

D. Time: All times stated herein or in any other Contract Documents are of the essence.

E. Binding: This Contract shall bind and inure to the heirs, devisees, assignees and successors in interest of Consultant and to the successors in interest of City in the same manner as if such parties had been expressly named herein.

F. Survivorship: Any responsibility of Consultant for warranties, insurance, indemnity, record-keeping or compliance with laws with respect to this Contract shall not be invalidated due to the expiration, termination or cancellation of this Contract.

G. Construction and Interpretation: Consultant and City agree and acknowledge that the provisions of this Contract have been arrived at through negotiation and that each party has had a full and fair opportunity to revise the provisions of this Contract and to have such provisions reviewed by legal counsel. Therefore, any ambiguities in construing or interpreting this Contract shall not be resolved against the drafting party. The titles of the various sections are merely informational and shall not be construed as a substantive portion of this Contract.

H. Waiver: The waiver at any time by any party of any of its rights with respect to a default or other matter arising in connection with this Contract shall not be deemed a waiver with respect to any subsequent default or other matter.

I. Severability: The invalidity, illegality or unenforceability, of any provision of this Contract shall not render the other provisions invalid, illegal or unenforceable.

J. No Third-Party Beneficiary: It is expressly understood and agreed that the enforcement of these terms and conditions shall be reserved to City and Consultant. Nothing contained in the agreement shall give or allow any claim or right of action whatsoever by any third party. It is the express intent of City and Consultant that any such person or entity, other than City or Consultant, receiving benefits or services under this agreement shall be deemed as incidental beneficiary.

K. Non-Discrimination/Non-Preferential Treatment Statement: In performing this Contract, the parties shall not discriminate or grant preferential treatment on the basis of race, sex, color, age, religion, sexual orientation, disability, ethnicity, or national origin, and shall comply to the fullest extent allowed by law, with all applicable local, state, and federal laws relating to nondiscrimination.

L. Authority to Execute: The person or persons executing this Contract on behalf of Consultant warrant and represent that they have the authority to execute this Contract on behalf of their agency and further warrant and represent that they have the authority to bind Consultant to the performance of its obligations hereunder.

M. Dispute Resolution: Prior to either party commencing any legal action under this Contract, the parties agree to try in good faith, to settle any dispute amicably between them. If a dispute has not been settled after forty-five (45) days of good-faith negotiations and as may be otherwise provided herein, then either party may pursue available legal and equitable remedies against the other.

N. Force Majeure: Neither party shall be in default by reason of any failure in the performance of this Contract if such failure arises out of causes beyond its reasonable control. Such causes may include, but are not limited to, acts of God, acts of the public enemy, acts of government in either its sovereign or contractual capacity, acts of the party whose performance is not sought to be excused, fires, flood, weather, epidemics, quarantine restrictions, strikes, freight embargoes, failure of transmission or power supply, mechanical difficulties with equipment which could not have been reasonably forecasted or provided for, or other causes beyond its sole control. The party so affected will resume performance as soon as practicable after the force majeure event terminates.

**31. ENTIRE AGREEMENT**

This instrument and any attachments hereto constitute the entire Contract between City and Consultant concerning the subject matter hereof and supersedes any and all prior oral and written communications between the Parties regarding the subject matter hereof.

AGREED to this \_\_\_\_\_ day of \_\_\_\_\_, 2026, by the Parties as follows:

Approved to as form:

CONSULTANT

By: \_\_\_\_\_

By: \_\_\_\_\_

Attorney for Consultant

Approved as to form:

CITY OF ELK GROVE

By: \_\_\_\_\_

By: \_\_\_\_\_

Jonathan P. Hobbs, City Attorney

Jason Behrmann, City Manager

Attest to:

By: \_\_\_\_\_

Jason Lindgren, City Clerk

Dated: \_\_\_\_\_

**EXHIBIT A TO FORM OF CONTRACT**

**Scope of Work**

[To be determined in consultation with the selected Consultant.]

## **EXHIBIT B TO FORM OF CONTRACT**

### **Schedule of Performance**

The Schedule of Performance shall be the following:

All work performed under the Contract shall be completed within the term of the Contract. Consultant will provide services to the City as outlined in the Scope of Work in accordance with the following schedule:

[To be determined in consultation with the selected Consultant.]

**EXHIBIT C TO FORM OF CONTRACT**

**Compensation and Method of Payment**

The Compensation and Method of Payment shall be the following:

Consultant shall provide services to the City as outlined in the Scope of Work and shall be compensated according to the terms of the Contract. Compensation shall not exceed \_\_\_\_\_ (\$ \_\_\_\_\_). Compensation shall be paid to Consultant in accordance with the following schedule:

[To be determined in consultation with the selected Consultant.]

Under no circumstances shall the aggregate amount paid under this Contract exceed the amount specified in Section 4A above and if the Contract is approved by the City Manager, all compensation paid to Consultant each year shall meet the cost limitation set forth in City of Elk Grove Municipal Code Chapter 3.42.

## EXHIBIT D TO FORM OF CONTRACT

### Insurance Requirements

Prior to commencement of any work under this Contract, Consultant shall provide to the City proof of, and maintain in full force and effect at all times during the term of the Contract, at its sole cost and expense, policies of insurance as set forth herein. Consultant shall comply with all reporting and other provisions of the policies of insurance as set forth herein including, but not limited to, timely reporting of claims and suits. Further, should Consultant maintain any programs of self-insurance, Consultant shall comply with the applicable fulfillment of any self-insured retentions.

1. Worker's Compensation:
  - a. Worker's Compensation Insurance, with coverage as required by the State of California (unless Consultant is a qualified self-insurer with the State of California or is not required by California law to carry workers' compensation coverage), and Employers Liability coverage. Consultant shall execute a certificate in compliance with Labor Code Section 1861, on the form provided in Exhibit E.
  - b. Employer's Liability Coverage shall not be less than the statutory requirements.
  - c. If an injury occurs to any employee of Consultant for which the employee or his dependents, in the event of his death, may be entitled to compensation from the City under the provisions of the Acts, for which compensation is claimed from the City, there will be retained out of the sums due Consultant under this Contract, an amount sufficient to cover such compensation as fixed by the Acts, until such compensation is paid or it is determined that no compensation is due. If the City is required to pay such compensation, the amount so paid will be deducted and retained from such sums due, or to become due to Consultant.
2. Errors and Omissions; Malpractice; Professional Liability:
  - a. Errors and omissions, malpractice, or professional liability insurance sufficiently broad to respond to the duties and obligations as is undertaken by Consultant in this Contract.
  - b. The limits of liability shall not be less than:

Each occurrence or claim:	One Million Dollars (\$1,000,000)
Aggregate:	One Million Dollars (\$1,000,000)
  - c. Both occurrence and claims-made policies are acceptable. Upon termination of this Contract the same insurance requirements in this section will apply for a one (1) year period following such termination. A "tail" policy may be purchased as an alternative to satisfy this requirement.
3. Acceptability of Insurers: Insurance is to be placed with insurers with a **Bests' rating of no less than A:VII**.
4. Any deductibles, aggregate limits, pending claims or lawsuits that may diminish the aggregate limits, or self-insured retention(s), must be declared to, and approved by, the City.
5. Consultant shall furnish the City with certificates of insurance and original endorsements or insurance binders, signed by a person authorized by the insurer to bind coverage on its behalf, evidencing the coverage required by this Contract. At the written request of the City, Consultant agrees to furnish a duplicate original or certified copy of each required policy including the declaration pages, conditions, provisions, endorsements, and exclusions.
6. The City, due to unforeseen risk or exhaustion, failure, or dilution of Consultant's insurance

coverage, at its discretion, may increase the amounts and types of insurance coverage required hereunder at any time during the term of the contract by giving 30 days written notice.

7. Consultant shall serve the City notice, in writing by certified mail, within 2 days of any notices received from any insurance carriers providing insurance coverage under this Agreement that concern the suspension, voidance, cancellation, termination, reduction in coverage or limits, non-renewal, or material changes of coverage proposed or otherwise.
8. If Consultant fails to procure or maintain insurance as required by this section, and any Supplementary Conditions, or fails to furnish the City with proof of such insurance, the City, at its discretion, may procure any or all such insurance. Premiums for such insurance procured by the City shall be deducted and retained from any sums due Consultant under the contract.
9. Failure of the City to obtain such insurance shall in no way relieve Consultant from any of its responsibilities under the contract.
10. The making of progress payments to Consultant shall not be construed as relieving Consultant or its Sub-Consultants or agents of responsibility for loss or direct physical loss, damage, or destruction occurring prior to final acceptance by the City.
11. The failure of the City to enforce in a timely manner any of the provisions of this section shall not act as a waiver to enforcement of any of these provisions at any time during the term of the contract.
12. The requirement as to types, limits, and the City's approval of insurance coverage to be maintained by Consultant are not intended to, and shall not in any manner, limit or qualify the liabilities and obligations assumed by Consultant under the Contract.

**EXHIBIT E TO FORM OF CONTRACT**

**Certificate of Compliance With Labor Code § 3700, Release and Indemnification**

The undersigned, on behalf of and as the duly certified representative of Consultant, certifies as follows:

1. Consultant is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and Consultant has complied or will comply with such provisions before commencing the performance of the work of this Contract. (Cal. Labor Code §§1860, 1861.)
2. Should Consultant fail to secure Workers' Compensation coverage as required by the State of California, Consultant shall release, hold harmless, defend and indemnify City of Elk Grove from and against any damage, liability, claim, cause of action and any other loss, including without limitation, court costs, reasonable attorney's fees and costs resulting from any failure to take and/or maintain Workers' Compensation insurance as required by law. The provisions of this Exhibit shall survive termination, suspension and/or completion of this Contract. It is further understood and agreed that this release and assumption of risk is to be binding on Consultant's successors, heirs and assigns.

CONSULTANT

By: \_\_\_\_\_  
Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

## EXHIBIT F TO FORM OF CONTRACT

### SECURITY ACCESS POLICY

Consultant and all their employees or subcontractors who shall undertake work to be performed under this Contract shall be required to complete a security and criminal history check. The Elk Grove Police Department ("EGPD") will conduct two "Live Scan" fingerprint checks, free of charge, on a Consultant that will access City Facilities. "Live Scan" is a system that completes a criminal history inquiry by checking local, state and national databases. The EGPD will be provided with a list of any arrests and convictions that have been made. From that date forward the EGPD will be notified of any subsequent arrests. Any individual with a felony arrest cannot be granted unescorted access to City Facilities; other arrest history shall be evaluated. Security privileges associated with the access to City Facilities is dependent upon which area(s) of the building Consultant requires access to relative to the type of work or service being completed. An access card will be issued and this card will allow unescorted access. In addition to the completing the Live Scan criminal history check, Consultant shall be required to agree to the following:

- a) Consultant agrees to assign a primary employee(s) to complete job tasks at City Facilities whenever possible.
- b) Consultant and their employees and/or subcontractors agree to wear the assigned visitor lanyard attached to access card whenever on the premise.
- c) Consultant agrees that access card shall not be used as a form of identification or for any purpose other than access into City Facilities, and that the access cards are only used by the individual who is assigned the card, there shall be no sharing of access cards.
- d) Employees may be Live Scanned at the expense of Consultant at the rate charged to the EGPD. The current rate is \$54.00 but is subject to change.
- e) Consultant agrees to monitor Access Key Card(s) issued to them and only allow those employees that have been Live Scanned to have access to the card.
- f) Consultant agrees to notify the City within 24 hours of when an employee has severed employment. Consultant shall retrieve the key card from that employee's possession and return it to the City within 48 hours.
- g) Consultant shall follow the directions provided by City staff while on the premises.
- h) Consultant agrees that employees shall be instructed to access only the areas necessary for the service provided, and to leave the premise immediately upon completion of duties.
- i) Consultant agrees access cards are the property of the City of Elk Grove and must immediately surrendered upon request by a City of Elk Grove Employee.
- j) Consultant agrees to reassign any employee that becomes involved in any criminal activity and retrieve the access card should the department be notified of criminal activity.
- k) Access to City Facilities will occur as set forth in the Contract, except for City holidays and as otherwise directed by the City.

Consultant shall contact the EGPD Analyst within 10 days of receiving notification of Contract award to set an appointment for Live Scan testing. Test results are typically returned in 3-5 business days. Consultant and their employees shall be required to bring photo identification. A photograph for the access card will be taken. Consultant will be contacted when to pick up access cards.

Until the process outlined has been completed, Consultant and their employees shall not be allowed to begin work at City Facilities and payment for service may be delayed until Consultant has fully complied with this procedure.